

**Revised Records Management Disposal Schedule for MMARS**  
**Effective for all Contracts and Subsidies Processed after May 14, 2001**

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 1	AA Appropriation *	To record appropriation	Fiscal Affairs	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy. Budget preparation	amounts in accounts	Division	of the FY (June 30)			end of the FY
	system files or original input form						(June 30)
	with supporting documentation with						
	FAD approval	Subject to Audit: Yes					
Item No. 2	AC Allocation	To transfer appropriation	Departments	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy. Original Input Form, with	amounts to operating		of the FY (June 30)			end of the FY
	supporting documentation, with FAD	accounts					(June 30)
	signatory approval. Any required						
	documentation	Subject to Audit: Yes					
Item No. 3	AC Allocation - types 02, 03 and 04	To transfer appropriation	Departments	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy. Original input form, with	amounts to operating		of the FY (June 30)			end of the FY
	supporting documentation. Any required	accounts					(June 30)
	documentation						
		Subject to Audit: Yes					
Item No. 4	AL Allotment *	To make appropriated	Fiscal Affairs Division	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy. Budget preparation	money available for		of the FY (June 30)			end of the FY
	system files or original input form	expenditures					(June 30)
	with supporting documentation with						
	FAD approval	Subject to Audit: Yes					
Item No. 5	AR Return of Advance	To return balance of cash	State Treasurer	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy. Original Input form, with	advances		of the FY (June 30)			end of the FY
	supporting documentation, with						(June 30)
	Department signatory approval						
		Subject to Audit: Yes					
Item No. 6	BA Bond Authorization	Authorize or amend bonds	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the
	Record copy. Original input form with		Comptroller	of the FY (June 30)			end of the FY
	CTR Capital Accounting Bureau						(June 30)
	Director's signatory approval						
		Subject to Audit: Yes					
Item No. 7	BF Balance Forward *	To carry forward	View Direct	1 Year after the end	2 Years	Destruction	3 Years after the
	Record copy.	appropriation balances on	General Ledger	of the FY (June 30)			end of the FY
		continuing accounts					(June 30)
		Subject to Audit: Yes					
Item No. 8	CA Cost Allocation	To allocate Federal grant	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy	payroll expenses	Comptroller	of the FY (June 30)			end of the FY
	MMARS System File						(June 30)
	ELIMINATE						
		Subject to Audit: Yes					

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Item No. 9	CB Contract Backout	To record contract	State Treasurer	1 Year after the end	6 years	Destruction	7 years
	Record copy. Original input form, with	payment refund		of the FY (June 30)	after final		after final
	supporting documentation, with				contract		contract
	Department signatory approval				payment		payment
		Subject to Audit: Yes					
Item No. 10	CC Construction Contract	To record capital	Departments	1 Year after Final contract	6 years	Destruction	7years
	Record copy. Original input form,	construction contract		payment	after final		after final
	with supporting documentation,	obligations			contract		contract
	with Department signatory				payment		payment
	approval.	Subject to Audit: Yes					
Item No. 11	CD Cash Deposit *	To record cash with	State Treasurer	1 Year after the end	2 Years	Destruction	3 Years after the
	Record copy. Original input form,	Treasurers Office's		Final contract payment			end of the FY
	with supporting documentation,						(June 30)
	with Department signatory approval						
		Subject to Audit: Yes					
Item No. 12	CM Construction Modification	To modify a Construction	Departments	1 Year after Final contract	6 years	Destruction	7 years
	Record copy. Original input form	Contract		payment	after final		after final
	with supporting documentation				contract		contract
					payment		payment
		Subject to Audit: Yes					
Item No. 13	CR Cash Receipt	To deposit collected	Departments	1 Year after the end	2 Years	Destruction	3 Years after the
	Record copy. Original input form,	revenues.		of the FY (June 30)			end of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval. <b>ELIMINATE</b>	Subject to Audit: Yes					
Item No. 14	CT Cash Transfer *	Transfer cash to	Departments	1 Year after the end	2 Years	Destruction	3 Years after the
	Record copy. Original input form,	appropriate revenue		of the FY (June 30)			end of the FY
	with supporting documentation,	budget					(June 30)
	with Department signatory						
		Subject to Audit: Yes					
Item No. 15	CU Customer Update *	To add a new customer	View Direct	N/A	N/A	System Purge	7 Years
	System Generated	to the customer file	General Ledger				on line
		Subject to Audit: Yes					
Item No.16	CX Check Cancellation	To void previously	Office of the	1 Year after the end	2 Years	Destruction	3 Years
	Record copy. Original input form, with	issued check	Comptroller	of the FY (June 30)			
	supporting documentation, with						
	Department signatory approval						
	<b>ELIMINATE</b>	Subject to Audit: Yes					

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Item No. 17	DR EDP Requisition	Pre-approval of intent to	Operational	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy. Original input	obtain EDP Equipment	Services Division	of the FY (June 30)			end of the FY
	form AF-29 with supporting						(June 30)
	documentation and Secretariat.						
	Dept. Head and OSD signatures.						
	<b>ELIMINATE</b>	Subject to Audit: Yes					
Item No. 18	DS EDP Service Request	Pre-approval of intent to	Operational	1 Year after the end	2 Years	Destruction	3 Years after the
	Record Copy. Original input	obtain EDP contracted	Services Division	of the FY (June 30)			end of the FY
	form AF-29 with supporting	services.					(June 30)
	documentation and Secretariat.						
	Dept. Head and OSD signatures.						
	<b>ELIMINATE</b>	Subject to Audit: Yes					
Item No. 19	EA Expenditure of Advance	To record expenditures	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form,	against cash advances.	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval.	Subject to Audit: Yes					
Item No. 20	EB Expense Budget	To monitor/control account	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form,	activity against spending		of the FY (June 30)			of the FY
	with supporting documentation,	plan.					(June 30)
	with Department signatory						
	approval.	Subject to Audit: Yes					
Item No. 21	ER Expenditure Refund	To refund payment.	State Treasurer	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record Copy with supporting			of the FY (June 30)			of the FY
	documentation with department						(June 30)
	signatory approval						
		Subject to Audit: Yes					
Item No. 22	EX Expenditure Correction	To request correction to	Departments	1 Year after the end	6 years	Destruction	7 Years after the end
	Record copy. Original input form,	appropriation account.		of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval.	Subject to Audit: Yes					
Item No. 23	FA Fixed Assets Acquisition	To record the acquisition of	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	a fixed asset		of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
	and depts. signatory approval						
		Subject to Audit: Yes					
Item No. 24	FB Fixed Assets Betterment	To record the betterment	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	of a fixed asset		of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
	and depts. signatory approval						
		Subject to Audit: Yes					

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Item No. 25	FC Fixed Assets Change Record copy. Original input form with supporting documentation and depts. signatory approval	To record a change for a fixed asset  Subject to Audit: Yes	Office of the Comptroller	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
Item No. 26	FD Fixed Assets Disposal Record copy. Original input form with supporting documentation and depts. signatory approval	To record the disposal of a fixed asset  Subject to Audit: Yes	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
Item No. 27	FS Fixed Assets Internal Sale Record copy. Original input form with supporting documentation and depts. signatory approval <b>ELIMINATE</b>	To record the transfer of a fixed asset  Subject to Audit: Yes	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
Item No. 28	FT Fixed Assets Transfer Record copy Original input form supporting documentation, with departments signatory approval	To record the transfer of fixed asset  Subject to Audit: Yes	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
Item No. 29	HA House Budget Bill * System Generated.	To record preliminary budget data.  Subject to Audit: Yes	General Ledger View Direct	N/A	N/A	System Purge	7 Years on line
Item No. 30	IE Intragovernmental Encumbrance Record copy. Original input form with supporting documentation and depts.signatory approval	To reserve funds for Intragovernmental Business  Subject to Audit: Yes	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
Item No. 31	IF Insufficient Funds Payroll Correction * System generated	Generated when an account has insufficient funds to meet payroll for a given pay period. Subject to Audit: Yes	View Direct General Ledger	N/A	N/A	System Purge	7 years on line
Item No.32	IN Accounts Receivable Invoice Record copy. Original input form with supporting documentation, with Department signatory approval <b>ELIMINATE</b>	To establish accounts receivable  Subject to Audit: Yes	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)

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Item No. 33	IV Intragovernmental Payment Voucher	To make payments for	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form,	goods and/or services rec'd		of the FY (June 30)			of the FY
	with supporting documentation.	from an approved charge					(June 30)
		back dept.					
		Subject to Audit: Yes					
Item No. 34	JV Journal Voucher	To record accounting	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form,	transactions.	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval.	Subject to Audit: Yes					
Item No. 35	LE Lapse Encumbrance *	To lapse all pre-enc./enc.	View Direct	N/A	N/A	System Purge	7 years.
	System generated	doc's	General Ledger				on-line
		from prior fiscal year to					
		release unexpended funds.					
		Subject to Audit: Yes					
Item No. 36	LO Lease Order	To obligate funds for	Departments	1 Year after final payment of	6 Years	Destruction	7 years after final payment
	Record copy. Original Form	leased goods and space.		the lease			of the lease
	with executed lease and supporting						
	documentation with department						
	signatory approval	Subject to Audit: Yes					
Item No. 38	MC Manual Check Transaction	To record the issuance of	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form,	manual checks.	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval. <b>ELIMINATE</b>	Subject to Audit: Yes					
Item No.39	MGA (Massachusetts Master Grant	To provide a standard set	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Agreement for Local Governmental	of contractual guidelines for	Comptroller	of the FY (June 30)			of the FY
	Entities)	financial trans. Between					(June 30)
	Record Copy	departments and local					
	With supporting documentation, with	governmental entities					
	Department signatory approval						
	<b>ELIMINATE</b>	Subject to Audit: Yes					
Item No.40	MSA (Master Service Agreement)	To establish departmental	Departments	1 Year after Final contract	6 Years	Destruction	7 Years after the final
	Record Copy	MSA on MSER and MSVR		payment			contract payment
	MSA Table Update Form, with supporting	Table in MMARS					
	documentation, with department signatory						
	approval.	Subject to Audit: Yes					

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Item No. 41	NF Non sufficient funds transaction	To re-open a receivable	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form, with	and create a charge for a		of the FY (June 30)			of the FY
	depts. signatory authority and	NSF(Non-sufficient Funds)					(June 30)
	supporting documentation	check					
		Subject to Audit: Yes					
Item No. 42	OP Outside Payment	To record payments in	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record Copy	PARS made on a project by		of the FY (June 30)			of the FY
		a non-commonwealth dept.					(June 30)
		Subject to Audit: Yes					
Item No. 43	OR Order Receipt *	Confirmation of receipt	View Direct	N/A	N/A	System Purge	7 Years
	System generated	of goods.	General Ledger				on line
	Packing slip is record copy of the						
	transaction						
		Subject to Audit: Yes					
Item No. 44	OT Operating Transfer *	To record accounting	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form	transactions involving the	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation	operating transfer from a					(June 30)
	and depts. signatory approval	subsidiary					
		Subject to Audit: Yes					
Item No. 45	P2 Project Change *	Documents change to a	View Direct	N/A	N/A	System Purge	7 Years
	System Generated	project. Refer to individual	General Ledger				on line
		departments' schedules.					
		Subject to Audit: Yes					
Item No. 46	PC Project Charge	Documents charges to a	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record Copy	project. Refer to individual		of the FY (June 30)			of the FY
		departments' schedules.					(June 30)
		Subject to Audit: Yes					
Item No. 47	PD Department Purchase Order	To record the order of	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original output form	commodities not on a price		of the FY (June 30)			of the FY
	with supporting documentation.	agreement					(June 30)
	For non delegated requiring approval	Subject to Audit: Yes					

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Item No. 49	PE Purchase of Data Processing Equipment. Record Copy	For the purchase of EDP equipment.	Operational Services Division	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
	Original output form (copy3) with supporting documentation						
	<b>ELIMINATE</b>	Subject to Audit: Yes					
Item No. 50	PG Price Agreement Purchase Order	To order goods from master price agreement.	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
	Record copy. Original output form with supporting documentation.						
		Subject to Audit: Yes					
Item No. 51	PH Payroll Hold	To reserve appropriation for accounts payable	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
	Record copy. Original output form with supporting documentation.	Payroll					
		Subject to Audit: Yes					
Item No. 52	PN Centralized Purchase Order Record Copy	To order goods as a result of competitive bid.	Operational Services Division	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
	Original output form copy #4 with supportive bid and purchasing						
	agent signature as required <b>ELIMINATE</b>	Subject to Audit: Yes					
Item No. 53	PO Misc. Encumbrance Record Copy	To reserve funds for miscellaneous	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
	Original input form with Department signatory approval	encumbrances					
		Subject to Audit: Yes					
Item No. 54	PR Payroll reject *	Occurs when Dept. has erroneous or missing data	View Direct General Ledger	N/A	N/A	System Purge	7 Years on line
	System generated transaction. (CAPS/HRMIS payroll systems)	on a payroll charge.					
		Subject to Audit: Yes					
Item No.55	PS Project Set Aside Record Copy	Transaction used to set aside a portion of an appropriation for a specific project.	Departments	1 Year after the end of the FY (June 30)	2 Years	Destruction	3 Years after the end of the FY (June 30)
		Subject to Audit: Yes					
Item No. 56	PV Payment Voucher *	To make payments for	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form, with supporting documentation, with Department signatory approval	goods and services received.		of the FY (June 30)			of the FY (June 30)
		Subject to Audit: Yes					

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Item No. 57	PV Payment Voucher	To make payments for	Departments	1 Year after the end	19 Years	Destruction	20 Years after the end
	Original input form, with supporting	Settlements & Judgements		of the FY (June 30)			of the FY
	documentation, with Department						(June 30)
	signatory approval						
		Subject to Audit: Yes					
Item No. 58	PX Direct Purchase Order	To purchase items not on	Operational	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original output	price agreement, without	Services Division	of the FY (June 30)			of the FY
	form, (copy 2) with supporting	going through competitive					(June 30)
	documentation.	bid process.					
	<b>ELIMINATE</b>	Subject to Audit: Yes					
Item No. 59	PY Payroll *	To record payroll account	View Direct	N/A	N/A	System Purge	7 Years
	System Generated	activity.	General Ledger				on line
		Subject to Audit: Yes					
Item No. 60	RA Request for Advance	To obtain cash advance.	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form,		Comptroller	of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval.	Subject to Audit: Yes					
Item No. 61	RB Revenue Budget Transaction	To monitor/control the	Fiscal Affairs	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Budget preparation	collection and expenditure	Division	of the FY (June 30)			of the FY
	system files or original input form	of revenue.					(June 30)
	with supporting documentation						
	with OSC approval.	Subject to Audit: Yes					
Item No. 62	RC Roll CC Contract *	Open new FY line and	View Direct	N/A	N/A	System Purge	7 Years
	System Generated	move money into line.	General Ledger				on line
		Subject to Audit: Yes					
Item No. 63	RD Receivable Decrease	To record a decrease in a	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form with	receivable transaction		of the FY (June 30)			of the FY
	depts. signatory authority and						(June 30)
	supporting documentation						
		Subject to Audit: Yes					
Item No. 64	RE Revenue Event	To record a revenue event	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form with			of the FY (June 30)			of the FY
	depts. signatory authority and						(June 30)
	supporting documentation						
		Subject to Audit: Yes					



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Item No. 65	RF Revenue Refund	To refund collected	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy Original	revenues.		of the FY (June 30)			of the FY
	input form, supporting documentation						(June 30)
	with Department signatory						
	approval.	Subject to Audit: Yes					
Item No. 66	RI Receivable Increase	To record an increase in a	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form, with	receivable transaction		of the FY (June 30)			of the FY
	depts. signatory authority and						(June 30)
	supporting documentation						
		Subject to Audit: Yes					
Item No. 67	RP Ready Payment *	To record expenditures	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy.	under ready payment		of the FY (June 30)			of the FY
		program.					(June 30)
		Subject to Audit: Yes					
Item No. 68	RQ Requisition	To request the purchase of	Operational	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form,	goods and supplies.	Services Division	of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval. <b>ELIMINATE</b>	Subject to Audit: Yes					
Item No. 69	RS Roll Set Aside *	System generated	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	System Generated	transaction that rolls		of the FY (June 30)			of the FY
		project set aside amount					(June 30)
		from one fiscal year to					
		another					
		Subject to Audit: Yes					
Item No. 70	RT Trust Cash Receipt	To record deposits of	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form, with	collected trust revenues at		of the FY (June 30)			of the FY
	depts. signatory authority and	the local level (Higher Ed.					(June 30)
	supporting documentation	Trust Funds)					
		Subject to Audit: Yes					
Item No. 71	RX Requisition	To request the purchase of	Operational	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form,	goods and supplies.	Services Division	of the FY (June 30)			of the FY
	with supporting documentation,						(June 30)
	with Department signatory						
	approval. <b>ELIMINATE</b>	Subject to Audit: Yes					
Item No. 72	SC Service Contract	Record of contract	Departments	1 Year after Final contract	6Years	Destruction	7 Years
	Record copy. Original Input Form,	obligations.		payment	after		after final
	with supporting documentation.				final		contract payment
					contract		
		Subject to Audit: Yes			payment		

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Item No. 75	SM Service Modification. Record copy	To modify a service	Departments	1 year after Final contract	1 Year	Destruction	7 years
	Original output form 671A with	contract		payment	after		after final
	executed contract amendment, and				final		contract payment
	signature				contract		
		Subject to Audit: Yes			payment		
Item No. 76	SP Special Purchase	To record commodity	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original Input Form,	purchases by departments		of the FY (June 30)			of the FY
	with supporting documentation.	not subject to OSD					(June 30)
		purchasing regulations					
		Subject to Audit: Yes					
Item No. 78	SR Service Request	Pre-approval of intent to	Departments	1 year after Final contract	6 Years	Destruction	7 Years after the end
	Record copy. Original output form	obtain contracted service.		payment			final contract payment
	670A Secretariat, Dept. Head						
	signatures						
		Subject to Audit: Yes					
Item No. 79	TA Transfer of Appropriation	To transfer appropriation	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	between accounts	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
	with secretariat/Dept and CTR						
	signatory approval	Subject to Audit: Yes					
Item No. 80	TR Treasurer's Transaction	To record treasury receipt	State Treasurer	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy	activity		of the FY (June 30)			of the FY
							(June 30)
		Subject to Audit: Yes					
Item No. 81	TS Intersubsidary Transfer	To transfer appropriated	Fiscal Affairs Division	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	amounts between		of the FY (June 30)			of the FY
	with supporting documentation	subsidiaries					(June 30)
	and FAD signatory approval						
		Subject to Audit: Yes					
Item No. 82	TV Trust Payment Voucher	Make payments for goods	Departments	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form, with	and services made using		of the FY (June 30)			of the FY
	support document &	trust funds at the local level					(June 30)
	signatory approval	(Higher Ed. Trust Funds)					
		Subject to Audit: Yes					
Item No. 83	VI Vendor Invoice *	To record the receipt of	Departments	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	Vendor's invoice		of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
	and signatory approval or system						
	generated file.	Subject to Audit: Yes					

**Revised Records Management Disposal Schedule for MMARS  
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RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 84	VU Vendor Update	To establish or modify	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form	vendor file record	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
	(W9, TC, TC-H-SS)						
		Subject to Audit: Yes					
Item No. 85	WC Warrant Check	To record the issuance of	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy.	a warrant check	Comptroller	of the FY (June 30)			of the FY
							(June 30)
		Subject to Audit: Yes					
Item No. 86	WO Write Off	To record a write-off of	Office of the	1 Year after the end	6 Years	Destruction	7 Years after the end
	Record copy. Original input form	a receivable transaction	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
		Subject to Audit: Yes					
Item No. 87	ZZ Prior Year Balances Forward Reversed	Balance forwarded	Office of the	1 Year after the end	2 Years	Destruction	3 Years after the end
	Record copy. Original input form	adjustments	Comptroller	of the FY (June 30)			of the FY
	with supporting documentation						(June 30)
		Subject to Audit: Yes					
Item No. 88	General Ledger	On line record of all	MMARS	N/A	N/A	N/A	75 Years
		MMARS transactions					
		Subject to Audit: Yes					

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	<b>MMARS AUDIT TRAIL REPORTS</b>						
	<b>OPERATIONAL</b>						
Item No. 89	Non Appropriate Fund Trial	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	Balance Statutory Report						from date of issuance
	RPT No. 110H						
		Subject to Audit: Yes					
Item No. 90	Combined Non-Appropriated Funds	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	Statutory Report CATG						from date of issuance
	RPT No. 110P						
		Subject to Audit: Yes					
Item No. 91	Components of Actual Amount by	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	Department						from date of issuance
	RPT No. 226G						
		Subject to Audit: Yes					
Item No. 92	Appropriation and Sub.	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	Transactions with Balances						from date of issuance
	RPT No. 341A						
		Subject to Audit: Yes					
Item No. 93	Account Receivable Detail	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	Transactions Activity						from date of issuance
	RPT No. 430A						
		Subject to Audit: Yes					
Item No. 94	Past Due Receivables Detail	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	Transactions Activity						from date of issuance
	RPT No. 431A						
		Subject to Audit: Yes					
Item No. 95	Revenue Earned, Received and	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line
	Retained						from date of issuance
	RPT No. 465A						
		Subject to Audit: Yes					

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Item No. 96	Cash Received and Alloted by Commonwealth Extract RPT No. 469A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 97	Department Expenditures by Appropriation RPT No. 562A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 98	Weekly Payroll by Pay-Org RPT No. 641A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 99	Advances Received, Refunded and Expended RPT No. 690A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
	<b>BUDGETARY</b>						
Item No. 100	Components of Budgeted Amount by Fund RPT No. 225A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 101	Components of Budgeted Amount by Fund & Secretarist RPT No. 225B	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 102	Components of Actual Amount by Fund RPT No. 226A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					

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RCB	Disposal Schedule Series Title & Description <small>List materials included in case file. Indicate arrangement.</small>	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location of Record copy & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 103	Components of Actual Amount by Fund & Secretarist RPT No. 226B	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 104	Status of Appropriations Non-State Funds RPT No. 230C	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 105	Status of Appropriations State Funds RPT No. 230D	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 106	Comparison & Reconciliation of Revenue by REVB RPT No. 286B	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 107	Comparison & Reconciliation of Revenue RPT No. 286J	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
	<b>FINANCIAL</b>						
Item No. 108	GAAP Detail YTD - Trial Balance RPT No. 106G	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 109	GAAP Trial Balance Detail RPT No. 108G	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					

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Item No. 110	Super Trial Balance Detail by Transaction Code RPT No. 106A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 111	Trial Balance Detail by Transaction Code RPT No. 108A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 112	Expenditures by Executive Office and Subsidiary RPT No. 171A	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 113	JV Detail by Fund and Account RPT No. 222B	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 114	Accounts Receivable and Revenue Report by Departments RPT No. 286F	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
Item No. 115	Accounts Receivable and Revenue Report by Departments and Orgn. RPT No. 286G	Audit Trail	View Direct	N/A	N/A	System Purge	7 Years on line from date of issuance
		Subject to Audit: Yes					
<b>MMARS FOOTNOTES:</b>							
1 System generated transactions are retained in MMARS general ledger for 75 years and on-line in View Direct for 7 years from date of issuance							
2 Any MMARS Transaction could be interfaced. For interfaced transactions, departments are required to keep all supporting documentation according to transactions listed above							
3 If a department has been notified of a pending audit or has an audit in process all records pertaining to the audit (Statewide Single Audit, audits performed by the Office of the State Auditor, the Federal Government, or any other Audit group) need to be kept until the completion of the audit							
4 Completion of the Audit means resolution of Audit results							
5 All standard MMARS Reports are available on View Direct, an on-line system used for capturing and viewing reports. All Audit trail reports are listed on this schedule. Non Audit trail reports are optional reports for departments and are retained on-line in View Direct one year from date of issuance. (Paper reports are not routinely produced for departments)							